

**CHAPTER 6 – CAPITAL IMPROVEMENT PROJECT INFORMATION**

1.0 Project Inception

- 1.1 When a project is planned by a state agency for legislative approval, it is submitted as a capital improvement and funding request in the agency's five-year capital improvement program and facilities plan to the Division of Budget, the SBAC, and the JCSBC by July 1 of each year. (K.S.A. 75-3717(b)) With the assistance of the Secretary of Administration, the SBAC reports and makes recommendations on each capital improvement budget estimate to the division of the budget, the JCSBC and the legislative research department by November 15 each year. (K.S.A. 75-3717b)
- 1.2 Each proposed project is reviewed by the legislature during January of each year. Generally by early May, projects approved by the legislature are published, and the process for nominating firms for the selection process is initiated by the state agency's request for an advertisement in the Kansas Register.

2.0 Project Identification Number

- 2.1 A project identification number will be assigned by DFM when the state agency requests one. This number, which has a prefix of the letter "A", shall be the project number used on all correspondence, drawings, specifications, billings and other documents transmitted by the project architect/engineer. Gifted projects ancillary service projects and miscellaneous studies and reports are given a "B" number.

3.0 Ancillary Technical Services

- 3.1 Whenever **ancillary technical services** are required, the SOA through DFM will contract with qualified firms to perform these services which include but are not limited to geological services and other soil or subsurface investigation and testing services; surveying; asbestos, lead paint or other hazardous materials testing; testing and balancing of heating, ventilating, air conditioning and other mechanical building systems; building commissioning; and other testing and consultant services.
  - 3.1.1 Annually, DFM will request firms interested in providing these services to submit an SF330, Part II with a letter of interest, including geographical areas in which they are interested in providing services. This notice will be published in the Kansas Register.

4.0 Bid Documents Licensure

- 4.1 Each professional in each discipline that seals final original bid documents for a capital improvement project for a State facility shall seal each drawing, and sign and write the current date across each seal. Each professional in each discipline shall also seal a sheet in the specification manual, sign and write the current date across each seal. Each discipline that seals documents will be part of the titleblock.

5.0 Program Changes

- 5.1 A program may be revised, amended or rejected by the negotiating committee during the development of the project with the understanding that the project architect/engineer is to be fairly compensated for any authorized changes.

**6.0 Additional Services**

- 6.1 When additional services are approved by a negotiating committee, fees commensurate with the additional services should be negotiated prior to performing any said services. The project architect/engineer shall proceed with additional services only after written authorization from the negotiating committee is received. An amendment to the project architect/engineer's contract will be made by DFM's staff attorney in accordance with the same procedures as the original contract. Invoice approval for additional services will follow the same procedures as contract fee payments.

**7.0 Termination of Architectural / Engineering Services**

- 7.1 In the event of termination of a project for any reason, including lack of funding for the project, the state of Kansas will give the project architect/engineer 30 days notice. The project architect/engineer will receive instructions from the DFM planner detailing the completion of contract documents and compensation for services provided. All contract documents shall become the property of the State of Kansas.

**8.0 State Forms for Design and Construction**

- 8.1 Forms the project architect/engineer requires to properly perform their duties may be found on the division's website at [www.da.state.ks.us/fp/](http://www.da.state.ks.us/fp/). These are provided in ".doc" format. Other forms issued by entities other than the project architect/engineer are provided for informational purposes only in ".pdf" format at the same website.
- 8.2 The number of copies of each form to be prepared by the project architect/engineer should equal the number of signature lines on the form.
- 8.3 DFM forms change periodically. Firms should download forms from the Internet each time they are used so that the processing of paperwork will not be delayed.

**9.0 Copyright and Ownership of Documents****9.1 Copyright of Design**

- 9.1.1 The project architect/engineer retains the copyright on the design (i.e. the overall form as well as the arrangement of and composition of spaces and elements of design.)
- 9.1.2 The copyright is retained by the project architect/engineer after the project is constructed unless conveyed by the project architect/engineer to the Owner.
- 9.1.3 If the Owner wishes to reuse the design, they must convey this to the project architect/engineer.

**9.2 Ownership of Documents**

- 9.2.1 The Owner retains ownership of the documents. This includes both plans and specifications both hard copy and electronic copies.
- 9.2.2 Should the project architect/engineer's contract be terminated for any reason, the Owner retains possession of any documents completed at the time the contract is terminated.

**END OF CHAPTER 6**